## Instructions for Signing Your UA&M CongaSign Grant Contract

**DO THIS FIRST!** If you have not done so already, respond to your emailed award letter with your correct/updated organization information. If there are any fields in the email that are blank: phone number, EIN, etc., please send us that information. Once we have received your information we will send your contract electronically. Look for an email from "CongaSign".

## When You Get The Contract:

1) **REVIEW THE CONTRACT:** When you receive the CongaSign grant contract, review the "contact information" for your organization at the top of the contract. The highlighted field in the example below is the address where the grant check will be mailed. If the contact information is incorrect on the contract, contact our office ASAP so we can update the information and send a new contract.

Awesome Example Organization  Name				GAL STATUS OF GRANTEE Sole Proprietor
	his is where the check wil	l be mailed)	$\boxtimes$	Non-Profit Corporation
Address		27777	$\vdash$	For-Profit Corporation
Salt Lake City	UT	84111	$\sqcup$	Partnership
City	State	Zip		Government Agency
Phone: 801-211-1111 Email: awesomejaned Federal Tax ID#: 000	doe@gmail.com	led from the grant applicat	tion)	

2) **SIGN THE CONTRACT:** If you are the correct person to sign the contract, follow the steps outlined in the bulleted list below. If you **are not** the correct person to sign the contract **change the signer** (this can be your director, board chair, etc.). To change the signer, click on the small link (near the bottom of the CongaSign email) that says: 'To reassign the signer, click here'. Clicking this will allow you to add a name and email address for whomever needs to sign the contract. The new signer will receive an email from CongaSign alerting them that they have been granted access to sign the contract. If you are a government agency/university, please see the note below on how to access a PDF of the contract for signature.

## Example from CongaSign email:

Please click on the button below to start the signing process. To reassign the signer, <a href="click">click</a> <a href="here">here</a>

• Please Note: We prefer to have you re-assign the signer than to change the name on the contract. This is because the contract is "linked" to the grant applicant's account and all future grant correspondence is sent to the applicant's email. It is easy for someone else

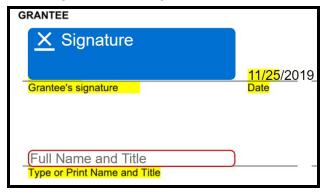
to sign the contract. If the person who applied is no longer responsible for the grant, let us know so we can create a new account for the change in staff. We would then issue a new contract to that person. If the person who applied is **still** the person responsible for the grant but is not authorized to sign contracts, re-assign the signer as indicated in the instructions above.

For Government Agencies/Universities: If you are not able to use the electronic signature feature you can download the contract as a PDF and then mail or scan and email the signed contract to our office. You will need to "Begin igning" in order to access the PDF feature. The image below shows where to find the PDF download button once you've opened the contract.

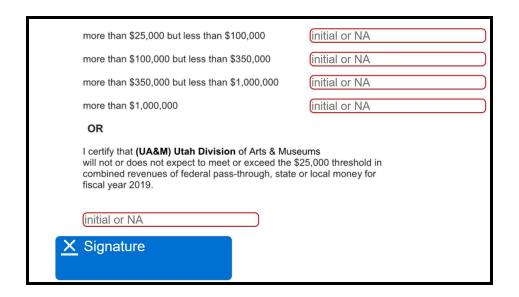


## Where To Sign On The Contract:

■ First Page: Grantee Signature, Full name, Title



- Last Page:
  - You will need to add your initials or type "NA" into EACH of the five boxes (for nonprofits only). Government agencies will only have to add their signature.
  - Signature (for both nonprofit and government agencies)



■ The "Complete Signing" button will appear blue when you have filled out all necessary fields (top right of page). If it is "grayed out" you have not completed all the fields.



- 3) **CONTRACT SIGNED:** After the grantee signs the contract it is automatically sent to UA&Ms assistant director for approval and signature, and then to the State of Utah's finance department for contract approval. Once all appropriate parties have signed the contract you will receive an executed copy of the contract as a PDF attachment via another CongaSign email.
- 4) **CONTRACT PAYMENT:** The UA&M grants office will begin processing your contract for payment once we receive the fully executed copy of the contract from CongaSign. Please allow anywhere from 4-6 weeks for your contract to be processed and your payment mailed to the address listed on the contract. If you have any questions please contact Racquel Cornali at 801-236-7541 or Laurel Cannon Alder at 801-236-7550.